

# EMPLOYMENT OPPORTUNITY

1. RPA # <b>3001-GCC</b>
ANALYST'S INITIALS
DATE

**YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.**

2. CLASS TITLE <b>Executive Director</b>	3. POSITION NUMBER	4. TENURE <b>PERMANENT</b>	5. TIME BASE <b>Full Time</b>	6. CBID <b>E99</b>
7. OFFICE OF <b>CA Gambling Control Commission</b>	9. LOCATION (CITY or COUNTY) <b>SACRAMENTO</b>		13. MONTHLY SALARY <b>\$UP TO \$112,656</b>	
8. SEND APPLICATION TO: <b>CA Gambling Control Commission 2399 Gateway Oaks Dr. Suite 100 Sacramento, CA 95833 Nancy Bither</b>	10. WORKING HOURS <b>MON - FRI, DAYS - 08:00 - 05:00</b>			
	11. PUBLIC PHONE NUMBER <b>(916) 263-0498</b>			
	12. CALNET NUMBER <b>(8)</b>		14. FILE BY <b>December 15, 2003</b>	

Employment with the California Gambling Control Commission offers an opportunity to participate in a new and growing organization with skilled and dedicated staff. The Commission is seeking qualified candidates to meet the challenge of creating a new program whose primary responsibility is to regulate gambling activities within the state. Jurisdiction, including jurisdiction over operation and concentration, and supervision over gambling establishments in this state and over all persons or things having to do with the operations of gambling establishments is vested in the Commission.

As the principal staff officer of the California Gambling Control Commission, the Executive Director is delegated the responsibility and authority for the internal management of the organization.

Under the general direction of the California Gambling Control Commission, the Executive Director participates in the development of policies and procedures for carrying out the Commission's responsibilities; manages the operation of the Commission; plans, organizes and directs the work of Commission staff; represents the Commission in contacts with other governmental entities, interested parties, and the general public. As an appointee of the Commission, the Executive Director will serve at the pleasure of the Commission and perform duties as assigned by the Commission.

**Duties:** Manages and administers Commission programs, including organizing work elements, providing staffing and directing operational activities.

Reviews, interprets, implements and develops Commission policies and procedures to assure compliance with statutory and case law relevancy and direction to accomplish the mission and goals of the Commission. Advises the Commission members and participates in policy sessions.

Maintains liaison with the Department of Justice concerning Commission policy and procedures affecting licensing and compliance policies and issues.

Acts as liaison with other State agencies, other federal agencies, the Governor's Office, the Legislature, local jurisdictions, advisory committees, and other interested parties. Represents the Commission at meetings and hearings. Directs the development of reports by the Commission to be provided to the Governor, the Legislature, and the public concerning the activities of the Commission.

Disseminates official information on the policies, procedures, and activities of the Commission.

Determines need for and recommends new legislation and amendments to existing statutes that affect the powers and duties of the Commission.

**Minimum Qualifications:** 1) Bachelor's degree from an accredited college or university or equivalent experience in law enforcement, business administration, public administration, or other related fields; 2) Demonstrated and verifiable program management experience, preferably in a board/staff relationship in a state agency or regulatory organization; 3) Demonstrated and verifiable management and supervisory experience; 4) Strong organizational, communications and management skills; 5) Knowledge and skill in computer applications; 6) Demonstrated financial management experience; 7) Willingness to travel.

**Desirable Qualifications:** Knowledge of and experience working with public policy, the state legislative process, and the activities of state agencies which administer programs; knowledge of laws and regulations related to gambling, and gambling control issues.

**Selection Process:** Applications will be screened and the most qualified candidates will be interviewed. This position is an Exempt position, therefore, candidates will be required to complete a comprehensive application which is accessible on-line at [www.governor.ca.gov/appointments](http://www.governor.ca.gov/appointments). Candidates must be prepared to undergo a rigorous background investigation, and a comprehensive reference check (professional and personal) will also be conducted.

**Where to apply:** Send a cover letter describing professional experience related to this position; a current resume; the names, addresses, and phone numbers of three professional references; and a statement of qualifications, in three pages or less, specifically stating why you believe you are uniquely qualified for this position. Submit the cover letter, current resume, statement of qualifications, and the governor's application form to:

California Gambling Control Commission  
2399 Gateway Oaks Drive, Suite 100  
Sacramento, CA 95833  
Attention: Nancy Bither

All applications must be received or postmarked no later than 5:00 p.m. on November 30, 2003

If you have any questions about the position, please call Nancy Bither at (916) 263-0498.